

## Windows 7

- F1: Help
- CTRL+ESC: Open **Start** menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- Windows Logo+L: Lock the computer (without using CTRL+ALT+DELETE)
- Windows Logo+TAB: scrolls through open windows

## Notebook Software

crtl + D	clone
crtl + X	copy
crtl + V	past
crtl + Z	undo
crtl + M	blank page
crtl + 1	select
crtl + 2	pens
crtl + 3	creative pens
crtl + 4	eraser
crtl + 5	lines
crtl + 6	shapes
crtl + 7	fill
crtl + 8	text
crtl + 9	magic pen

- zoom- use two finger and pull apart or push together
- right click- press and hold finger OR tap and touch with another finger
- large erase- draw big circle around the area and tap the center
- swipe finger to move between pages
- use palm to erase
- calligraphic pen smooths writing
- click on the toolbar with your finger and then a pen- you can draw a line/shape, etc and change the line size and color, etc.

## Microsoft Word

Ctrl+shift+<	decrease font size one value
Ctrl+shift+>	increase font size one value
Ctrl+]	increase font size 1 point
Ctrl+[	decrease font size 1 point
Ctrl+spacebar	remove paragraph or character formatting
Ctrl+shift+V	paste formatting only

## PowerPoint

Ctrl+shift+F	change the font
Ctrl+shift+P	change font size
Ctrl+shift+>	increase font size
Ctrl+shift+<	decrease font size

## Mozilla Firefox

Alt+home	go to home page
Alt+left arrow	back a page
backspace	
Alt+right arrow	forward a page
F5	refresh
Esc	stop loading page
Ctrl+ (+ or -)	increase or decrease font size
Ctrl+enter	quickly complete an address (computer hope turns to <a href="http://www.computerhope.com">http://www.computerhope.com</a>
Shift+enter	complete .net or .com address
Ctrl+shift+enter	complete a .org address
Ctrl+shift+del	open the clear data window to quickly clear private data
Ctrl+D	add a bookmark for the current page opened
Ctrl+I	display available bookmarks
Ctrl+J	display download window
Ctrl+N	open new browser
Ctrl+T	open new tab
Ctrl+P	print current page/frame
Ctrl+F4 or ctrl+W	close the currently selected tab
Ctrl+shift+T	undo the close of a window

Ctrl+tab	move through each of the open tabs
Spacebar	move down page at a time
Shift+spacebar	moves up a page at a time
Alt+down arrow	display all previous text entered in a text box and available options on drop down menu

## Gmail

C	compose new email
/	search- puts cursor in search box
N	next email
P	previous email
O or enter	opens conversation or expands or collapses message
X	select conversation
+	mark as important
-	mark and unimportant
!	report as spam
R	reply
A	reply all
F	forward
Ctrl+s	save draft
Shift+l	mark as read
Shift+u	mark as unread

<http://support.google.com/mail/bin/answer.py?hl=en&answer=6594>